

OSDiscussions...

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This Issue...

OSD Saves Comm \$125K.1
OSD's New Website 1
AMP Language Update.....2
STAR 20032
Use \$ to Support Greener Printing 2
Cost Savings Contracts ... 3
Are You Being Beeped.....3
New Comm-PASS Posting Requirements.....3
This New Development.....3
OSD Saves Money.....3
Surplus Software Prog ... 4
Energy PMT Update 4
OVM Adds 86 Electric Vehicles to Fleet.....4
Information Tech. Bits & Bites 5
Facilities PMT.....5
From the Medical PMT 6
Professional Services News.....6
Firefighting & Law Enforcement PMT6
Stretching The Paper \$...7
Why Buy Green Cleaners.....7
Firefighting & Law Enforcement PMT Cont....7
Recent OSD Updates.....8
Medical PMT News.....8

OSD Saves Commonwealth More Than \$125K through Reverse Auction !!!!

Temperatures weren't the only things dropping drastically at the end of January. Pricing for Reflective Sheeting, Signs dropped 27% below FY02 pricing after the Vehicles & Related Services Procurement Management Team (VRSPMT) completed a procurement using Reverse Auction technology. Everyone is familiar with this important commodity used by highway departments, including Mass Highway Department (MHD), to create street signs, traffic signs, interstate signs, and school signs that are visible both day and night.

Last year's winning bid of \$477,441.00 was trimmed down to \$349,808.00 for FY03 in an exciting online session between two pre-qualified bidders, 3M and Avery Dennison. 3M prevailed after the two vendors traded "punches" that saw prices drop as much as \$40,000 in six minute increments. In just 90 minutes, the Vehicle PMT created a total savings over FY02 of \$127,633.00.

The direct impact of vendors bidding real-time and viewing each other's anonymous bids is to stimulate pricing competition. While, as with all OSD contracts, price is not everything, reverse auctions are an excellent tool for determining the price component within a solicitation that contains other criteria. Other criteria ensure that the Commonwealth is achieving its best value goals. OSD does not expect reverse auctioning will drive pricing below the vendor's actual costs, but reverse auctions motivate vendors to offer the Commonwealth their most competitive pricing.

The VRSPMT completed the Commonwealth's first reverse auction in November, 2001 for the Washed Sand statewide contract (VEH44). The success of that bidding process, a reduction of 15%, led OSD to select Procuri Inc. as the state's exclusive contractor for Reverse Auctions (ITS09). Procuri worked with the Vehicle PMT to streamline and develop an auction that specifically addressed the needs of OSD, MHD, cities and towns, and other eligible entities that use reflective sheeting.

Ronald L. Whitaker, PTL would like to thank the PMT members from MHD including Mark Barranco, Kevin Rosado, Peter Fallon and Ken Urato who worked on this procurement. Use of this new tool will certainly be a part of appropriate Vehicle PMT procurements in the future.

For information on the Reverse Auction contract, please refer to the Comm-PASS Website under Contract ITS09, or contact the Procurement Team Leader, Ronald L. Whitaker at 617-720-3112 or via email ron.whitaker@osd.state.ma.us.

Look for OSD's New Website!!

OSD is pleased to announce that it will soon unveil a new look and feel on its Website. There is no need for you to make any changes to your existing bookmarks and no need to learn a new address. Just don't be surprised when you visit and find a fresh new site with more than just cosmetic changes.

In addition to a different color-scheme and a new logo, the OSD Website will feature customer-friendly links and content to provide longtime customers and first-time visitors alike with a complete picture of our wide range of business functions and services and accessibility to transactions such as procurement file upload, Uniform Financial Report filing online, and Solicitation Notification Service subscription.

If you are familiar with the intentions-based approach of the new Mass.Gov site, you'll feel right at home in the new OSD site! We look forward to hearing from you, our customers, as we launch the new site.

You can only get
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the Internet!

[www.state.ma.us/
osd/news.htm](http://www.state.ma.us/osd/news.htm)

OSDiscussions/Winter 2003

AMP Language Update -

Monserrate Quinones

The new AMP Procurement Language was issued as Handbook Update 3 to all department heads, CFO's, AMP Coordinators, Procurement Management Team Leaders and other staff statewide on November 20th, 2002. This update also included revised RFR Specifications including AMP new guidance and new AMP Subcontracting provisions.

Training opportunities have been on going including sessions at the monthly AMP Coordinators meetings, and statewide trainings offered on January 28th in Boston and on February 4th in Framingham at the State Police Headquarters.

Over the next several issues of *OSDiscussions*, you will read some of the FAQs that we've received on the new AMP language with answers to those questions. Please review as you may very well have similar- concerns and questions.

1 How should the language principles be applied to a vendor with contracts with various departments?

The basic framework of the AMP Plan is procurement driven. Each procurement team should think about the best approach to maximize M/WBE participation.

2 We contract with many small Community Based Organizations (CBOs) providing health and human services. How do we handle contracts that go almost exclusively to salaries, rent utilities, etc.?

For this AMP Plan, it may not be reasonable to benchmark for subcontracting but it may be reasonable to ask a report on previous historical expenditures with certified M/WBEs.

3 My department has an excellent track record for meeting AMP benchmarks. Why should I use this approach?

The AMP language is flexible and encourages department to have a narrowly tailored approach that will result in assisting departments meet and increase annual benchmarks.

Please refer your questions on the new AMP language to

Monserrate Quinones @ 617-720-3149 or

Monserrate.Quinones@osd.state.ma.us.



STAR 2003 A Commonwealth Showcase Event - Bill

Funk

Traveling for an event has never been easier. Nestled at the

crossroads of all major New England highway routes is Worcester Massachusetts - New England's second largest city. And this year on April 8 & 9, **STAR 2003** will be at Worcester's Centrum Centre, less than a half-mile from Route 290 and parking is **FREE**. Not driving? Consider taking a conveniently located bus to Worcester from the East or West, just let us know when you register online at www.ma.us/star.

Attendee and exhibitor registration for STAR 2003 has begun. Statewide contractors for Office Equipment, Recreation Supplies, Clothing, Facilities, Food, Medical Equipment, Information Technology and Telecommunications have already indicated that **STAR 2003** is *the* place to be. One early registrant said, "With STAR so well attended I can't afford not to be there." Past attendees have indicated that meeting new vendors, understanding Statewide Contracts and participating in Education Workshops were some of the main reasons they attend STAR each year.

STAR is funded 100% by its exhibitors and is **FREE** to all employees from state agencies, cities, towns, schools, other political subdivisions and human and social service agencies. For two days STAR will bring together many of the Commonwealth's Statewide Contractors who provide commodities and services for an opportunity unequalled elsewhere. Now, meet these contractors in a hands-on environment.

STAR 2002 was a sell out with 300 exhibitors representing a majority of the Statewide Contracts along with 2500 attendees over two days. We expect another great turnout at STAR 2003. Come early and enjoy breakfast and stay for lunch. Participate in a variety of Education Workshops and special training and hear Sergeant Dan Clark (the Singing State Trooper) perform as well as musical entertainment throughout the day.

Register online now at www.mass.gov/star



Use Your Dollars to Support "Greener" Printing Companies (OFF15) - Dmitriy Nikolayev

Six years ago, when the Environmental Purchasing Program at OSD was helping develop specifications for the statewide printing contract, getting the contractors to use recycled paper was a challenge. Now that all printers on the statewide contract print on recycled paper, OSD's Printing and Mailing Services PMT has decided to challenge the industry once again - and encourage printers to broaden the range of environmental initiatives. Such initiatives now include using less toxic inks and other chemicals, direct-to-plate technology, recycling, and employing environmental protection equipment or services.

The environmental component of the RFR is an example of successful collaboration between OSD and two environmental agencies - Department of Environmental Protection (DEP) and the Office of Technical Assistance (OTA), part of the Executive Office for Environmental Affairs. DEP supported OSD in evaluating the printers' compliance with environmental regulations while OTA helped develop guidelines for contractors who would like to do more than just comply with what is required. This collaborative effort also resulted in a new environmental scoring system for printers based on their environmental practices.

OSD invites Commonwealth buyers to use their purchasing dollars to encourage printers to do more for the environment! The environmental scores for each printer will be publicized in the OSD Update as well as the *Guide to EPPs on Massachusetts Statewide Contracts* published by OSD's Environmentally Preferable Purchasing Program. We recommend that contract users give preference to printers with the highest environmental scores!

COST SAVINGS CONTRACTS from the Vehicles & Related Services PMT - Ronald Whitaker

The Vehicles & Related Services Procurement Management Team (VRSPMT) has kept the wheels of contract development moving during the fall of 2002. The VRSPMT worked hard in an effort to bring about effective Cost Savings, for the Commonwealth of Massachusetts through contract extensions, as well as through the development of new RFRS's.

Sodium Chloride, Furnish & Delivery (Salt # VEH40): The Sodium Chloride contract was extended utilizing an option to renew. The VRSPMT requested and received price reductions from contractors at extension time. The average cost per ton of salt for the Mass Highway Department (largest salt user in the state) in FY2002 was **\$36.71**. In FY2003 the price was reduced to **\$35.89 a ton**. The Cost Savings for the 310,000 tons of salt used by the Mass Highway Department in FY2002 and FY2003 comes to **\$303, 400.00** as of November, 2002. Additional savings will be realized as the winter season continues. Similar savings have been realized for other state departments, cities and towns. In addition, there were no price increases throughout the state.

Liquid Calcium Chloride, Furnish & Delivery (#VEH47): The VRSPMT developed and posted a new RFR for Liquid Calcium Chloride. The VRSPMT is very pleased to announce a **40%** reduction in pricing for Liquid Calcium Chloride from **\$.8225 a gallon in FY2002 to \$0.585 a gallon in FY2003**.

Passenger Vehicles and Light Duty Trucks (#VEH22) and Bi-Fueled Vehicles Gas & CNG & or Propane (#VEH 29): OSD and VRSPMT are pleased to announce FY 2003 vehicle prices, for the Statewide Contract for Various Passenger & Light Duty Vehicles, Gas #VEH22 and Bi-Fueled Vehicles Gas & CNG & or Propane (# VEH29). **Please note that the pricing for FY 2003 Vehicles has been reduced by as much as \$3,390.00 per vehicle, as compared to FY 2002 pricing.** The ability for departments to remove high maintenance vehicles from their fleets with new low cost vehicles will help reduce maintenance costs for the Commonwealth.

If you desire information or wish to register to participate on any of our Vehicles & Related Services Procurement Management Teams, please contact the contract manager Ronald L. Whitaker at 617-720-3112.

This New Development is Custom- Built to Save Money and Time! - Gloria Harris

The acronym is Q-Sac and stands for Quick, Simple and Complete. Q-Sac describes the strategy being used to develop a new Statewide Contract OFF17 that will include all supplies, accessories and services related to photographic and videographic category. There's a long laundry list of products that the Team is looking to offer under OFF17 which will not only include all types of film and film development but also all tapes, batteries, frames, tripods, slide transfers, videotape duplicating and editing, videotape transfer to DVD, DVD duplication and so much more.

The joint effort, led by OSD, includes representation from the following Commonwealth of MA Eligible Entities: DEP, State Lab, DOE, MDC, SOR and State Police, to mention a few. The goal is to have an awarded contract in place by mid-April 2003.

If you want to be part of the "Big Picture" feel free to send any information regarding your particular facility's needs for the commodities and services listed above to the Gloria Harris, Deputy Procurement Team Leader at (617) 720-3305 or via E-mail gloria.harris@osd.state.ma.us.

Are You Being Beeped (Served)? - Dick Mordaunt

Replace "Beeped" with "Served" and this could be about any contract. While the Paging contract has been renewed for another year a few users have contacted the PMT with issues regarding the current contractors. If you are a user with contract concerns, have you let the PMT know about your issues? This is one of the only ways PMTs know how well contracts are working. This in turn drives decisions on contract management contract renewal and open enrollment to obtain new contractors. The Paging PMT is considering open enrollment seeking new contractors with good service and good coverage. We need your help in making decisions and in making the needed changes. Are you being served? Please let the paging PMT know your issues and if you are willing to be part of the solution. Contact Dick Mordaunt, Director of IT and Office Procurement richard.mordaunt@osd.state.ma.us or 617-720-3302.

New Comm-PASS Posting Requirements

Recently, it was brought to OSD's attention that individuals using certain types of software designed to provide disabled users with access to documents on Comm-PASS may be unable to do so because of security settings within Portable Document File (PDF) documents. This issue will be substantially resolved when OSD moves forward with an enhanced version of Comm-PASS. In the interim, notification has been placed on the back door of Comm-PASS advising all departments staff, including OSD, to upload two versions of each document posted on Comm-PASS to address this concern. One version must be a text file such as Word, and the other must be PDF. While both versions will be the same, if there is ever a difference in either of these posted versions, the PDF version of the document is considered the record copy.

Users who are having difficulty accessing documents should call or email the contact listed on the Comm-PASS solicitation or contract page for the specific RFR in question.

OSD Saves Money

The procurement staff at OSD have been working hard to quantify the dollars saved by Commonwealth agencies using statewide contracts. In the current economic climate, we need to stretch our purchasing power to the max! We will be posting some examples of OSD savings in each issue of OSDiscussions.

Saving Opportunity # 1: (ITT09: Voice and Data Communications Services) In the 18 months of this contract, voice usage have stayed about the same; there has been a large increase in data services traffic. Even with this increase in usage, total cost to the Commonwealth has decreased 15% or \$5.5M per year with this new contract compared to the previous contract.

OSDiscussions/Winter 2003

Be sure to check out the next issue of OSDiscussions for an update on the **Comm-PASS Generation II** project!

Page **Four**

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OSDiscussions/Winter 2003

Surplus Software Program + News on two of your favorite

Contracts - Marge
MacEvitt

Surplus Software?

Over the past year, many agencies have experienced layoffs and facility closings. This should mean that some agencies now have more software licenses than they actually need. At the same time, many Commonwealth

agencies are continuing to buy software off the statewide contract from the contractor, ASAP. OSD is asking any agencies which have excess software licenses to make them available to others, so that money which would otherwise be spent on software licenses can be made available for other agency needs.

If your agency is willing to consider this, please send me an eMail (marge.macevitt@osd.state.us) identifying the type and quantity of software you can provide. Most software can easily be transferred from one agency to another; if the software you are offering does not fall into that category I'll let you know. The receiving agency would be responsible for any future maintenance payments, if applicable.

We'll design a means of transferring the software, and recognizing your agency's contribution. Thanks to all who consider this opportunity to make the Commonwealth's scarce dollars go further!

IT Services Contract - ITS07: As many ITS07 contract users know, the current term of the contract expires on June 30, 2003. We are extending ITS07 contracts through June 30, 2005 and have posted a "renewal package" on Comm-PASS ([ftp://ftp.comm-pass.com/Data/0055960085.doc](http://ftp.comm-pass.com/Data/0055960085.doc)) for current ITS07 contractors to complete. If you have any current contracts with ITS07 contractors, you can help ensure a smooth transition into the next fiscal year by encouraging them to download and submit the renewal package NOW. With over 400 contracts to be renewed, if everyone waits 'til the last minute they will not all be renewed on time. And once a contract lapses, it cannot be renewed.

Software Reseller Contract - ITS01: Our contract with ASAP, our Software Reseller, also expires June 30, 2003. An RFR was issued in December and responses are now being evaluated. We hope to be able to announce the winner in March.

Energy PMT Update: Massachusetts Retail Electricity Market - James Ferri

In Massachusetts, a competitive and robust market for electricity supply is still developing. These are difficult waters for retail suppliers to navigate and still prove profitable. Changes continue to occur which impact the market and retailers. An upcoming change to the Massachusetts market will be the introduction of new wholesale market model. The main component of this is separating the state into specific zones for "congestion management". Greater Boston has been identified as an area prone to "congestion problems" that keeps electricity from flowing into the region and force the grid to rely more heavily on premium priced plants within this zone. The new model allows for higher wholesale prices (any increase in consumer prices would require DTE approval) in areas with congestion problems.

The Energy PMT has been keeping in touch with this market looking for savings opportunities. We have been focusing our efforts on the large commercial users located in the Boston Edison service territory. All of the executive agencies large commercial accounts with one exception are on Standard Offer Service. This rate was recently approved for 2003 at 4.95 cents per kWh and has proven difficult for competitive retail providers to beat. With the unknowns surrounding congestion management charges, this has caused additional concern over price commitments from retail energy providers.

In an effort to explore all options and take advantage of industry specific expertise the PMT has been having discussions with The Health Education and Finance Authority's Power Option Program about executive agencies joining this program and contract. This is one of Massachusetts largest Energy Consortiums and they issued a new procurement in September. They have a contract in place that expires in March. With the limited savings opportunities due primarily to low standard offer rates, the team will pursue this option and hopes to have closure on the availability of any cost savings by the end of February.

Reminder: Fuel Commodity Index Pricing is now available via the Internet

- ✓ Go to <http://www.comm-pass.com>
- ✓ Click on Closed Solicitations and Contracts.
- ✓ Click on By Category.
- ✓ Click on Energy, Utilities and Fuels.
- ✓ Click on **Energy Contracts Pricing Index for FY03.**

Files are listed by Week Ending. Click on the Week Ending File you're interested in.

OVM Adds 86 Electric Vehicles to its Fleet - Herb Faulconer

Ford Motor Company donated 30 Think Neighbor electric vehicles (EV) to the Commonwealth's Fleet. These 30 zero emission vehicles will be used by DOC (20), MDC (5) and DEM (5) in performing their daily operations. The Think EV will go 30 miles between charges and can be recharged from any household-type 110/120-volt outlet. The Think EV is an excellent match for these agencies to use within the correctional and park facilities. Less fossil fuel will be used by these agencies helping to reduce gasoline consumption.

In addition, Ford Motor Company is providing the Commonwealth with 56 Electric Rangers at no cost for a one-year period, which started on November 15, 2002. These EV pick up trucks will be assigned to MDC (31), DEM (10), DYS (4) and DMR (11). These vehicles are also zero emission vehicles and help the Commonwealth through less dependency on burning gasoline and cleaner air quality. These 56 electric vehicles will compliment the 11 Electric Rangers presently in service.

The addition of these 86 electric vehicles will help OVM meet its Federal EPACT and EO #388 mandate to purchase Alternative Fuel Vehicles in FY03.

**** INFORMATION TECHNOLOGY BITS AND BYTES ****

VIDEO CONFERENCING CONTRACT READY TO GO:

The Commonwealth has made arrangements with the State of California to join their existing statewide contract that provides for video conferencing equipment, installation and services. This contract meets the requirements of the Commonwealth and is a good example of a cooperative procurement. A previous video conferencing contract had expired. The use of the California contract expedites the procurement process and provides pricing favorable to the Commonwealth. Contract negotiations with the prime contractor on the California contract, Wire One, have been completed. The contract will be available under Contract Number ITC15. Information on the Contract will be available at www.Comm-PASS.com.

NEW PC CONTRACT PLANNED: Having served the Commonwealth well for the past four years, the primary statewide PC contract (ITC05) will soon be reaching the end of its contract life cycle. ITC05 includes the acquisition of PCs and related peripheral equipment, integration and maintenance. The IT Hardware PMT is reviewing what elements of the contract work well, what needs to be updated, modified or expanded upon in a new contract. This is a major statewide contract that serves all eligible entities throughout the Commonwealth to provide cost effective information technology equipment and services. The PMT welcomes any constructive comments or experiences you have had relating to this contract. Please send this information to Gerry Ostrer, Procurement Manager - IT Hardware and Network Integration Services, at 617-720-3106 or E-mail at gerry.ostrer@osd.state.ma.us.

IT BIG BUY 2003 SAVES DOLLARS: The IT Big Buy 2003 program provides PCs to all eligible entities at extremely attractive pricing. Throughout the life of this program, the IT Hardware PMT negotiates new prices and PC desktop models with primary (on contract) original equipment manufacturers such as HP/Compaq, Dell and Gateway. Up to date PC models at very aggressive pricing are therefore maintained. Current savings are averaging 31% below standard list prices. Since July 2002, the Big Buy 2003 program has been active and is running concurrently with the Mass Mail Initiative program. Big Buy 2003 will continue to be active through June 2003. To make those limited PC dollars work effectively, all eligible entities should look closely at this program. See specifications and ordering instructions on the BIG BUY 2003 program at <http://www.state.ma.us/itd/>.

BUYING TIP: Most PC manufacturers offer a retail line and a commercial line of technical hardware products. The retail line is usually available in various stores or by mail, and is generally for personal or home use. During an extended time period, the manufacturer may make subtle internal changes to a PC model. The commercial line is designed for business use, and will maintain the same parts and design throughout an extended time period. Statewide contracts feature the commercial line. It is recommended that all eligible entities planning to take delivery of several PCs over an extended time frame, obtain confirmation from the manufacturer that the PC model will be available and identical throughout this delivery period. This will maintain a consistency of parts used across the product model line that may help to ease maintenance and maintenance costs.

Statewide contracts are developed to serve you. Your ideas and thoughts are important to us. Please consider participation on an IT Hardware Procurement Management Team. You are invited to contact Gerry Ostrer, Procurement Manager - IT Hardware and Network Integration Services, at 617-720-3106 or E-mail at gerry.ostrer@osd.state.ma.us.

Facilities PMT - Kristal Doherty

The Facilities group is quite busy this winter. The PMT is in the process of awarding a new Tradespersons contract. The new RFR number is FAC29 will be posted on Comm-PASS through February 28, 2003. The RFR is a rolling enrollment, which allows the PMT to evaluate and award responses as they are received. The contract will be awarded in MMARS under two MSA numbers - ST3J601 and ST3L431. The PMT would like to encourage all eligible contract users to inform vendors in their geographic area of the posting. Vendors will be required to obtain the RFR from the website. This is your opportunity to increase the number of contractors who currently service your area and to have contractors that you would like to begin using or continue using on the contract. Please refer all interested bidders directly to the Comm-PASS website. Do not have them call OSD. Bidders who do not have Internet access, may call the Comm-PASS Help Desk at 888-627-8283 for suggested access sites.

There will also be a new contract for Industrial/Commercial Equipment and Supplies (FAC28) beginning in February. This will replace FAC04. The new contract should result in a greater number of regional contracts than the previous contract. For this contract, the PMT divided the Commonwealth into five regions, as opposed to the two regions on FAC04. This will allow contract users more flexibility in making their purchasing decisions.

Also, don't forget that Snowplowing is available under FAC23 - Groundskeeping/Landscaping and Snow Removal Services. And as Spring approaches, your landscaping needs may also be met with this contract.

The Facilities PMT continues to meet on the 2nd Wednesday of each month, 10:00 - 11:30. The meetings are held at the Operational Services Division, 1 Ashburton Place, Room 1017 in Boston. Subgroups meet independently of the main PMT to work on individual RFRs. During these times of budget cuts and workforce reduction, it is more important than ever to have Statewide Contracts that meet your needs. We encourage you to join the PMT or a subgroup now so that your needs are addressed in the new contracts.

If you have questions on the above mentioned contracts or suggestions for future Statewide contracts, please contact Kristal Doherty, Procurement Team Leader at kristal.doherty@osd.state.ma.us or Michelle Bessler, Deputy PTL michelle.bessler@osd.state.ma.us.

New Solicitation Notification Services

Interested in automatic email notifications when a new solicitation matching your customizable profile is posted? Go to <http://www.Comm-PASS.com> and learn about the new Solicitation Notification Services available by subscription!

OSDiscussions/Winter 2003

Save money on your next print job by contacting Central Reprographics at (617) 720-3317.

Page **Six**

Looking for a Statewide Contract?

Try the OSD Update Index
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memo/updateindex.doc](http://www.state.ma.us/osd/memo/updateindex.doc)
or

Search Comm-PASS
www.Comm-PASS.com

OSDiscussions/Winter 2003

From the Medical, Laboratory and Dental Supplies and Equipment PMT - Peter Sasso

We have come along way, baby... and still have much more to go - Over the past seven months, the Hospital PMT has been looking at the prices paid during the past three years on several of our contracts. This exercise was started because the PMT wanted to ensure that the Commonwealth was getting great prices for all

their medical and surgical supplies. In many cases the PMT found that they have been paying lower prices for many supplies than at previous periods of review. The Hospital PMT began thinking how to more effectively share this information to more agencies.

The PMT decided to produce a list of the most widely used Medical/Surgical items and Incontinent Care products that are used throughout the Commonwealth. This list was entered into a spreadsheet that requested the manufacturers name, distributor, and price for each item. This information will be aggregated and shared with all Commonwealth agencies, which will assist each agency to perform a quality and fiscal review on what they're ordering and using from the selection of supplies on our contracts.

That's where we have come- now let's look where we would like to go?

The PMT is committed to being fiscally responsible during these tough times. We are reviewing how the Commonwealth can save even more money on future contracts. This month the HSP16 Medical/Surgical Supplies contract will be extended in order to rebid with new language to ensure future cost savings for Commonwealth agencies. Research on the highest use agencies and their high use items has been compiled. By reviewing individual items, with product evaluations on these products and look for volume discounts, we believe it is possible to lower our costs. This is our goal for the next year.

If you are interested in joining our Medical or Laboratory PMT, let me know. It is an exciting time since, although there is much work to do, we are deeply committed to fiscally reviewing these contracts. Let me know your thoughts, send comments and/or suggestions to peter.sasso@osd.state.ma.us or (617) 720-3307.

Firefighting and Law Enforcement PMT

Announcements - Betty Fernandez

The Firefighting Procurement Management Team (PMT) is pleased to announce the **RENEWAL** of the statewide contract for Firefighting, Forestry, Emergency Medical, Rescue Equipment and Supplies (FIR01), with twelve contractors for an additional twelve months. This statewide contract covers the following six categories: clothing, self-contained breathing apparatus (SCBA), water applications, power tools, hand tools and specialty items.

The renewal of this contract is effective for twelve-months from January 1, 2003 through December 31, 2003. **OSD Update 02-21A**-General Information is now available on Comm-PASS (www.comm-pass.com).

(See "Firefighting and Law Enforcement PMT" on Page 7)

Professional Services News

Evaluation and Award of Management Consultant, Program Coordinator and Planner Contract, #ST2H191 - Tess Francisco—Procurement Team Leader

The PMT for this project, known as the "MicPic PMT", received 135 responses to the RFR. This project will enable all eligible entities to acquire services for a wide range of specialties, with competitive rates and easy access. Responses are currently being evaluated by PMT members, and contracts are in the process of being awarded. The Comm-PASS site (<http://www.comm-pass.com/>) contains the Request for Response, Answers to Bidders' Questions and a list of respondents, all under ST2H191. As soon as the awards have been completed, an OSD Update will be released and further information posted on Comm-PASS.

◆ From the desk of Michael Maguire—Deputy Procurement Team Leader

Supplemental Educational Services—New State-wide Contract: The Department of Education (DOE) has, with designation from OSD, established a Statewide Contract from which eligible public entities may purchase Supplemental Educational Services in compliance with the federal government's No Child Left Behind Act (NCLB). The NCLB Act requires that the Commonwealth promote maximum participation by providers to ensure, to the extent practicable, that parents/guardians have as many choices as possible. The Commonwealth's approved list will be updated at least annually, after the end of each school year. Services provided under this Contract will be in the areas of reading, writing, and mathematics in order to help students achieve academic proficiency, as demonstrated by improved Massachusetts Comprehensive Assessment System (MCAS) scores.

As of early January, there are thirteen approved providers. For more information about this Contract, including Contract usage instructions and the list of approved providers, please see OSD Update 03-10. This Contract is supported by a rolling enrollment Request for Response (RFR) 03osere1a. At any time during the Contract term, interested Bidders are able to respond to this RFR. Please contact Rachelle Engler, Director-School Enrichment, at (781) 338-3205 or sesproviders@doe.mass.edu if you have any questions.

◆ **E-Learning—Request for Information:** In November 2002, the E-Learning Procurement Management Team (PMT) released a Request for Information on Comm-PASS to assist the PMT in the information gathering process leading to the development of the first Statewide E-Learning Contract. As a result of this process, nineteen Vendors responded to our information request. Vendor Demonstrations will be held in OSD's Training Room during January and February. After the Vendor Demonstrations have concluded, the PMT will begin drafting the Request for Response (RFR). The team anticipates that this Statewide RFR will be released on Comm-PASS by April.

If you are interested in becoming a PMT member and/or attending the Vendor Demonstrations, please e-mail Michael Maguire, Deputy Procurement Team Leader, at michael.maguire@osd.state.ma.us. Please feel free to contact me directly if you have any questions about this project.

"Stretching The Paper Dollars Big Buy Program for Fiscal Year 2003" and a Few Office Contract Updates

- Bob Guerard

The Office Equipment, Supplies & Services Procurement Management Team Members continue to provide the Office PTL with their expert business and industry knowledge, which has translated into some of the best value office contracts in the region available for all Eligible Entities of the Commonwealth.

Recycled Paper and Envelopes - OFF05 - The PMT continues to create the opportunities for Eligible Entities to participate in an aggregate purchase program by announcing the **"Stretching the Paper Dollars Big Buy Program Fiscal Year 2003."** The focus of the PMT is to aggregate the Commonwealth Eligible Entities purchase of **8-1/2" x 11", 20#, 30% post-consumer white copier paper.** The following link on Comm-PASS <ftp://ftp.comm-pass.com/Data/0079570018.doc> contains the survey that needs to be completed and returned as indicated within the document. Please complete one survey for each potential delivery location. The PMT is excited and hopes that you are as excited to participate in this Big Buy opportunity. Together we can create the best possible cost savings available in the region.

Office Furnishings - OFF03 - The Office Furnishings PMT has negotiated a two-year extension with all twenty-five contractors. The PMT has negotiated the following highlighted improved cost savings and product selections, effective December 1, 2002 through November 30, 2004. See the **OSD Update #01-19B** for more details.

- Prompt Pay available from all Contractors.
- Percentage % Off Discounts improved for all categories an average of 2% to 5%.
- Increased selection of ergonomic keyboards and accessories in the Open Plan Category.
- Increased selection of environmentally preferable manufacturer for General Office Chairs.
- Increased selection of manufacturer's for School Furniture Category.

The Search is on for Team Members - Office Supply Contract - July 2003!! I am in search of current Office Team Members and new potential Team Members from any and all potential Eligible Entities to volunteer his or her time to develop a new Statewide Office Supply Contract. If you are interested in being on the cutting edge for developing a new Request for Response (RFR) then call me at 617-720-3321 or e-mail me at office.ptl@osd.state.ma.us as soon as possible. I look forward to your participation and valued input.

FIREFIGHTING & LAW ENFORCEMENT PMT.....

(continued from Page 6)

Please Note - The Firefighting PMT is currently evaluating the responses to Fire/EMS Equipment & Supplies and Related Services and Repairs (FIRO2) Request for Response (RFR). Thirty-eight responses were received for this RFR and once the evaluation has been completed by the PMT in spring 2003, FIRO2 will replace the existing FIRO1 statewide contract.

The Law Enforcement Procurement Management Team (PMT) is please to announce the **RENEWAL** of the statewide contract for Body Armor Vests (LAW03) for an additional twelve months with six contractors.

The renewal of this contract is effective for twelve-months from January 5, 2003 through January 5, 2004. **OSD Update 02-22A**-General Information is now available on Comm-PASS (www.comm-pass.com).

In early June 2003, the Law Enforcement Procurement Management Team will begin developing a new Request for Response (RFR) to replace Body Armor Vests (LAW03). Any department interested in getting involved with this initiative or any other initiatives mentioned above, or if you have any comments and/or suggestions please contact Betty Fernandez, Procurement Team Leader, 617 720 3133 or E-mail Betty.Fernandez@osd.state.ma.us.

Why Buy Green Cleaners and Will They Work? -

Marcia Deegler and Tasha Coleman

Squirt, spray, wipe and scrub - as we wage the war against dirt and grime in our respective offices and facilities, are we exposing ourselves, the cleaning staff and all building occupants to unnecessary health risks? Cleaning products are among the most hazardous chemicals many of us may come in contact with and, therefore, are regulated by the Consumer Product Safety Commission. Depending on their ingredients, cleaning products may contain phosphates, volatile organic compounds (VOCs), EDTA, and many more substances - most of which are irritants to skin and eyes, corrosive and considered toxic pollutants that poison our environment.

The Commonwealth of Massachusetts is not only well aware of the issue, but tackling it head-on. The new statewide contract for Cleaning Products, Environmentally Preferable, #GRO16, is scheduled for award in early 2003. The contract will offer Commonwealth purchasers several brands of products from a number of suppliers across the state who are able to offer general purpose cleaners, bathroom and glass cleaners and in many instances carpet cleaners, and disinfectants. It is anticipated that some floor care systems and hand soaps will be available as well. A number of the suppliers also carry a full line of janitorial paper products and dispensers.

However, once potential buyers are assured that the cost is competitive for these items, the big question becomes, "will they work?" In order to be able to provide some assurances to contract users in this area, the evaluation process for GRO16 requires that once the products have met the environmental criteria, they must undergo a series of tests for performance. The tests will be conducted by the Toxics Use Reduction Institute's (TURI's) Surface Solutions Laboratory at UMass Lowell. TURI will test each product three times and designate a score recognized in the industry to measure cleaning efficacy.

Finally, the added bonus of the contract is that multiple states participated in the development of the criteria, which is based on the Green Seal certification standard for Industrial and Institutional Cleaning Products (see www.greenseal.org/about.htm for more information). Once a contract is awarded in Massachusetts, many of these participants plan to follow suit with a contract bid of their own based on the same standard. This not only makes it simpler for the environmental cleaning product industry to respond to state procurements, but serves to expand the use of less hazardous high performance products nationwide.

For more information on Cleaning Products— Environmentally Preferable, #GRO 16, visit <ftp://ftp.comm-pass.com/Data/0140800006.pdf>.

E-mail *anyone* at OSD by sending it to their first name.last name @osd.state.ma.us
A listing of OSD telephone numbers can be found at www.state.ma.us/osd

Page Seven

OSDiscussions/Winter 2003

Recent OSD Updates

(Copies of OSD Updates are available, listed numerically, on the Internet at www.state.ma.us/osd/memo/memotoc.htm)

PMT	Statewide Contract(s)	Contract Number(s)	OSD Update	Action
Energy Facilities	Diesel Fuel	ENE09	02-19A	Contract Extension
	Grounds Keeping/Landscaping & Snow Removal Services	ST2J431		Contractor Update
Facilities	Collection & Recycling of Fluorescent Lamps & Mercury-Containing Devices and/or Cathode Raytubes, Computers & Electronics	FAC26, ST3J211	03-12	New Contract
FireFighting	Firefighting, Forestry, Emergency Medical, Rescue Equipment & Supplies	FIR01	02-21A	Contract Extension
Hospital	Incontinent Care Products	HSP15	03-11	Contract Extension
Information Tech.	Reverse Auction Services	BT3H031, ITS09	03-09	New Contract
Information Tech.	PC's, Peripherals & Services Contract	ITC05, BTOL411 & BTOH031	00-04A	Contract Update
Information Tech.	Paging Devices and Services	ITT08, BT0EE81	00-60A	Contract Extension
Information Tech.	Paging Devices and Services	ITT08, BT0E082	00-60B	Contract Extension
Law Enforcement	Body Armor Vests	LAW03	02-22A	Contract Extension
Office Supplies	Office Furnishings	OFF03	01-19B	Contract Extension
Office Supplies	General Offset Printing Services	1650A	00-50C	Contract Extension
Office Supplies	Recycled Paper, Envelopes & Updated Pricing	OFF05	99-20H	Updated Pricing
Professional Svcs	Marketing, Advertising, & Public Rel.	ST9H041	01-16A	Contract Update
Professional Svcs	Establishing Mass. Approved Supplemental Educational Services Providers	N/A	03-10	New Contract
Professional Svcs	Marketing, Advertising, Public Relations and Event Planing Services	ST2H041	03-13	New Contract
Vehicles	Road Patch Materials	VEH36	01-43A	Contract Extension
Vehicles	Various Passenger & Light Duty	VEH22	00-26C	Pricing Changes
Vehicles	Furnish & Delivery of Sodium Chloride	VEH40	02-12A	Contract Extension

Medicine & Medical Services PMT Briefs - Brian Putnam

Maintenance and Repair of Medical and Lab Equipment: The current Contract (MED09 - ST8L491) ends on June 30, 2003 having been in place for five years. The PMT has been busy writing a new RFR MED25, which was published, on Comm-PASS in November with a January 31, 2003 deadline date for initial bids. The PMT will complete initial awards by mid May to allow departments to begin encumbering funds for FY2004. The new contract will allow the PMT to add new vendors if the needs of a department require it. It will also allow the PMT to remove vendors from the contract who are not doing sufficient business.

Influenza Vaccine: This season's flu contract, MED21, with Aventis Pasteur has worked well and all flu vaccine was received by November. The Massachusetts Immunization Program (MIP) purchased 571,000 thousand doses for free distribution to flu clinics and nursing homes. The use of the contract by additional users is growing. Twenty-six additional sites, mostly cities and towns, purchased another 14,000 doses for their own use. While the price of Flu vaccine has gone up significantly over the last three years, we have had flu vaccine available despite national shortages and have consistently negotiated one of the lowest prices in the nation. Through the contract and MIP communicating directly with local boards of health we have provided cities and towns with a mechanism to directly purchase vaccine from a manufacturer at the MIP price. That's important because MIP had less money and provided fewer doses of flu vaccine. The Vaccine PMT has written and issued a new RFR MED26 for Influenza Vaccine for the 2003 - 2004 Flu season with bids due on 02/03/2003. We anticipate awarding the new Contract in February.

We are investigating the use of a GPO for Med-Surg Commodities: A Group Purchasing Organization (GPO) could be used to establish the acquisition price of many medical commodity items purchased through distributor(s). An analysis has been done to establish the buying patterns of the Commonwealth's Healthcare facilities. A Request for Information, RFI-MED24 was written and published. The RFI provided responses from three GPOs and a number of distributors. As part of the RFI research, GPOs were able to provide some initial price comparisons. The Hospital PMT that is responsible for Med-Surg commodities is exercising a great deal of diligence in deciding whether to move into a GPO or alter the current purchasing methodology. The Hospital PMT has met with existing vendors to get their input and listen to their concerns. Three GPOs made presentations to the PMT to familiarize them with the GPO purchasing model and explain what it can do for the Commonwealth.

If any readers would like to contact me (PTL Brian Putnam), my direct phone number is (617) 720-3328 and my e-mail is brian.putnam@state.ma.us.

OSDiscussions/Winter 2003

General comments about this newsletter can be directed to:

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